

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, September 10, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Adams, Dingman, Jacobsen, Tymczyszyn, and Vice-Chairperson Fitch.

Absent: Commissioner Phillips and Chairperson Donnellan.

Also Present: Facility Operations Manager Megerdichian and Business Manager Williams.

**MOTION:** Commissioner Adams moved to grant Commissioner Phillips and Chairperson Donnellan excused absences for the September 10, 2009 Commission meeting. Vice-Chairperson Fitch seconded the motion; a voice vote reflected unanimous approval.

Due to the absence of Chairperson Donnellan, Vice-Chairperson Fitch led the meeting.

**3. FLAG SALUTE**

Commissioner Adams led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

Vice-Chairperson Fitch noted that the agenda was not posted on-line until the afternoon of September 9, 2009.

**MOTION:** Commissioner Dingman, seconded by Commissioner Adams, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF AUGUST 13, 2009**

**MOTION:** Commissioner Adams moved for the approval of the August 13, 2009 Airport Commission meeting minutes as submitted. Commissioner Tymczyszyn seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Phillips and Chairperson Donnellan).

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

None.

## **7. ACTION ITEMS**

### **7A. CHANGES TO HANGAR WAITING LIST APPLICATION**

Facility Operations Manager Megerdichian inquired if Commissioners wanted to postpone this item to a future meeting when there is a full Commission. There was consensus to consider the item at this meeting.

Facility Operations Manager Megerdichian provided background on the current Hangar Waiting List Application and proposal to add additional detail to the Small hangar category as discussed at the August 13, 2009 Commission meeting. He presented 1) Option 1 that lists hangar sizes with approximate door opening width and shape and 2) Option 2 that lists hangar sizes with approximate door opening width, approximate square footage, and shape.

He further proposed a procedural change regarding the current pass-over policies to clearly define what happens to an applicant after a second decline. He explained that it has been the practice since 1993 to recycle these applicants to the bottom of the Hangar Waiting List; under the proposal in Attachment D, applicants would be refunded their deposit and removed from the Hangar Waiting List.

Commissioner Dingman, expressing support for Option 1, stated that square footage is useless information, varies, and is only used to determine rent.

Facility Operations Manager Megerdichian concurred that Option 1 is the more viable option because adding square footage presents some problems in determining if door width or square footage should take precedence.

Commissioner Tymczyszyn voiced support for either Option 1 or Option 2, pointing out that adding square footage might help an applicant decide what size hangar is needed. He suggested adding staff's recommendation that an applicant accept a hangar before a second decline in order to be placed on the Tenant Transfer List to the Hangar Application or Policies and Procedures.

Vice-Chairperson Fitch received clarification from staff that an applicant can measure a hangar before accepting it and suggested that applicants be required to fill out new applications.

Commissioner Adams concurred with Commissioner Tymczyszyn's suggestion to put in writing the recommendation that an applicant accept a hangar before a second decline in order to be placed on the Tenant Transfer List. He recommended that staff develop a policy in the event that no tie-downs are available and received clarification that tie-downs are offered free of charge while an applicant is on the Tenant Transfer List waiting for a hangar.

Facility Operations Manager Megerdichian offered to bring back a revised policy, pointing out that procedural changes would require City Council approval.

Commissioner Jacobsen received clarification from staff that an applicant could choose both Small Type A and Small Type B, that applicants would lose \$75 of their \$300 deposit when removed from the Hangar Waiting List, and how staff planned to

implement the transition from the current Hangar Waiting List to one of the proposed lists, adding that implementation may require City Council approval.

Responding to Commissioner Tymczyszyn's inquiry, Facility Operations Manager Megerdichian clarified that there is no charge to be placed on the Tenant Transfer List, that there is no limit on pass-overs on the Tenant Transfer List, and that applicants can change the size of hangar being requested at any time.

At 7:47 p.m., Vice-Chairperson Fitch welcomed public input.

Barry Jay, Brian Avenue, Torrance Airport Association, commended staff for their efforts but asserted that it does not quite resolve the issue. He suggested that applicants be required to state the minimum door opening they would accept, thereby putting the onus on them. He further suggested adding verbiage that states that applicants on the Tenant Transfer List waiting for a hangar would be offered a tie-down "if one is available."

Facility Operations Manager Megerdichian questioned if the suggestion would be practical, noting that requiring applicants to state the minimum door opening would almost eliminate the need for having categories of hangars.

Commissioner Dingman suggested that applicants be required to include the aircraft's wingspan on the application.

Commissioner Tymczyszyn pointed out that everyone has their own margin of error in putting their aircraft in a hangar and recommended requiring them to specify minimum acceptable door width.

David Ouwerkerk, Iris Avenue, stated that he likes the Type A and Type B options.

Kim Gill, Middlecrest, Rancho Palos Verdes, stated that he was offered two hangars but his aircraft would not fit in either of them and was placed on the bottom of the waiting list. He suggested that in these cases applicants be allowed to maintain their same spots on the list rather than being placed at the bottom of the list.

Dr. Terri Bremner, Crenshaw Boulevard, voiced support for proposed changes to the Application but offered her opinion that the pass-over practice should remain as it is.

Vice-Chairperson Fitch recommended adding minimum acceptable door width to the Hangar Application and to retain the current pass-over policy.

Commissioner Jacobsen pointed out reasons that charging fees is worthwhile and stated that he was in favor of having Type A and Type B and/or the option of stating a minimum acceptable door width.

David Ouwerkerk, Iris Avenue, pointed out that the Commission should not be considering changes to policies and procedures because it is not on the agenda.

Facility Operations Manager Megerdichian offered to bring back options at the October 8, 2009 Commission meeting reflecting suggestions that were made at this meeting.

**8. INFORMATION ITEMS**

**8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Vice-Chairperson Fitch noted that the following reports for September 2009 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, September 2009 Meeting Room Schedule, Hangar Waiting List, Events Requiring Emergency Response, and Airfield Operations Status.

Facility Operations Manager Megerdichian briefly reviewed the list of Ongoing Projects in Report 2, noting that plans for Hangar Electrical Phase II are complete with bid date anticipated for October 2009. He reported award of contract for Repair of Three Damaged Hangars would be considered by City Council on September 15, 2009. He stated that Airport Slurry Seal will begin October 2009 and offered to bring back a map of what areas will be slurried.

Vice-Chairperson Fitch noted the decrease in operations activities for the month of August 2009.

**8B. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**8.C DISCUSSION OF COMMISSION ISSUES RAISED BY CITY COUNCIL AD HOC COMMITTEE FOR COMMISSION REVIEW**

Vice-Chairperson Fitch stated that she and Commissioner Tymczyszyn attended the August 24, 2009 Committee meeting to initiate discussions in determining whether efficiencies could be created by reorganizing or consolidating City Commissions.

Facility Operations Manager Megerdichian noted that History and Background of City Commissions, correspondence, and minutes of the meeting were included in agenda materials. He provided background and requested that Commissioners provide input on the issues raised at the meeting included in the material of record. He advised that comments and concerns would be forwarded to the Committee for consideration.

Commissioner Dingman stated that the Airport Commission ought to be well funded since the City receives considerable revenue from the Airport on a regular basis and that it is appropriate to have a Commission that addresses Airport related issues.

Vice-Chairperson Fitch noted that at the meeting cost of Commissions was a major concern but no costs had been compiled. She stated that the only possible merge could be with the Environmental Quality and Energy Conservation Commission, as it appears to be a catch all and could be related to the Airport Commission via the Noise Abatement Center. She maintained that the Airport Commission should remain a stand-alone Commission but it might be possible to meet on an as needed basis.

Commissioner Dingman responded that there is very little relevance between the Airport Commission and the Environmental Quality and Energy Conservation Commission, adding that it would be better to abolish the Airport Commission than to merge with another Commission. With the exception of December meetings, he voiced support for continuing monthly meetings as there are generally appropriate activities to review.

Commissioner Tymczyszyn offered his opinion that there is no reason to meet if there are no action items to discuss and suggested meeting quarterly, every other month, or as needed. He stated that he could not see value in merging with the Environmental Quality and Energy Conservation Commission and that he does not want to dilute the Airport Commission.

Commissioner Adams discussed the merge between the Parks and Recreation Commission and the Community Services Commission, stated that Commissions serve as the eyes and ears of the City Council, and that the time has come to at least reassess the intensities of the Commissions.

Commissioner Jacobsen suggested going dark one additional month or meeting quarterly for cost savings but stated that he was not in favor of meeting on an as-needed basis because of the need for public notification. He stated that he would like to see the financial costs.

## **9. ORAL COMMUNICATIONS #2**

**9A.** Vice-Chairperson Fitch stated that there is an interesting article in the Checkpoint regarding hangar inspections.

**9B.** Facility Operations Manager Megerdichian announced upcoming public workshops and hearings on the Draft General Plan/Environmental Impact Report on September 23, October 14, October 28, and November 10, 2009.

**9C.** Facility Operations Manager Megerdichian stated that that there have been no organizational changes at the Airport yet as they are still going through the “meet and confer” process with the union.

**9D.** In response to Vice-Chairperson Fitch’s inquiry, Facility Operations Manager Megerdichian stated that he has not heard back from the City Manager’s Office regarding the scope of the Airport Commission’s work plan.

Vice-Chairperson Fitch stated that the Airport Commission should be providing input on leases as it is in its purview.

## **10. ADJOURNMENT**

**MOTION:** At 8:55 p.m., Commissioner Tymczyszyn, seconded by Commissioner Adams, moved to adjourn the meeting to Thursday, October 8, 2009 at 7:00 p.m., in the West Annex meeting room; a voice vote reflected unanimous approval.

Approved as Amended October 8, 2009 s/ Sue Herbers, City Clerk
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